

## COLLABORATION USING TABLEAU – OFFLINE –

### 2<sup>nd</sup> Option (OFFLINE)

1. Create a Group#\_Main tableau workbook
2. On the Data Source tab select extract
3. Save the file as Tableau Packaged Workbook (.twbx)
4. Distribute the package among all team members
5. Do not change the Data Source schema furthermore!!!
6. The students in charge of Main.twbx will always save the file as .twbx
7. All the other students will work on the file and save the work always as .twb (standard file) – Verify on the Data Source tab the Extract option is always checked.
8. These students will submit to the Main the tableau file .twb
9. The student in charge will click on a new tab first
10. Then go to File > Import Workbook and import the tableau files .twb created by each group member, one at a time
11. Do not import the same file twice.
12. Once you have incorporated all the files into one main tableau .twbx, go to Data > Replace Data Source and select the original for each tab
13. Close the replaced data source (should not give any errors)
14. Verify all the tabs, parameters, and calculated fields
15. Refresh data extract
16. Save the new file again as .twbx
17. Distribute this file again to all group members
18. Repeat this for each exercise and project

I will answer any questions that you may have tomorrow during the class.

Professor